

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

May 21, 2004

TO: All Potential Bidders

FROM: Sheila R. Anderson, RFP #0434-151 Coordinator
DSHS Central Contract Services

SUBJECT: Amendment No. 1 – Answers to Bidders Questions
Request for Proposal #0434-151 for
Reducing Underage Drinking (RUaD)

DSHS amends RFP #0434-151 as follows:

DSHS answers to Bidders' questions submitted as of May 19, 2004, are attached to this Amendment as Attachment A, and are incorporated herein by this reference to Request for Proposal (RFP) #0434-151, dated May 3, 2004.

Attachment A may only explain or clarify some aspect that is already addressed in the RFP. But some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those that they may have submitted. Questions have been stated on the Attachment exactly as were received.

RFP #0434-151
Bidders Questions & Answers

Question: Are current RUAD recipients eligible to apply for the RFP? If the answer is yes, is there anything in the evaluation scoring criteria that would discount or reduce the applicant score because they are a current RUAD recipient?

Answer: Current RUAD contractors may apply. It is the expectation that this would be done in order to continue programs with approaching contract end dates. Current RUAD recipients with more than one year remaining in their contract are encouraged to let other communities apply.

Scoring criteria will not subtract or add points to a current or past RUAD contractor.

Question: If an organization already has RUAD funding under a current grant are other organizations within the same community and/or County eligible to apply for this RFP? If the answer is yes, is there anything in the evaluation scoring criteria that would discount or reduce the applicant score because there is already RUAD funding in the community and/or County?

Answer: Applicants are encouraged to work collaboratively to submit one application for their county/community. Applications from a county that will receive RUAD funding after 1/1/05 should serve a distinct population and not duplicate services. Applications that duplicate services conducted by a RUAD contractor after 1/1/05 will be discarded.

Communities within a county, with distinct populations (e.g. Carnation and Burien in King County) may submit separate applications.

Applications from a community that already receives RUAD funding will most likely be done to provide continuation funding to services that are about to end.

Question: I am the Prevention Coordinator for San Juan County (DASA and CMOB funding), and am writing the grant as a countywide grant (Orcas, Lopez, and San Juan Islands). I am working with one established coalition, Orcas Prevention Partnership, and one new coalition, San Juan Island Prevention Coalition. Community mobilization to reduce underage drinking on Lopez Island is still in the infancy stages, but I would like to include them if they can present me with a sound proposal for their population. So my questions are:

1. Is there anything in the grant that prohibits a countywide application with distinct island programming, but an overall focus for the islands as a whole?

2. Is there a problem with the county taking the lead in getting the RFP written/submitted?

My third question regards a RuAD grant written last year by the San Juan Island Prevention Coalition. They were not funded. Is there any problem with them being part of this new grant application as a countywide effort? – The reason that I ask is I have observed in the past, when additional funding comes along that grants that were not funded but would have been next in line have been funded the next year. I don't want to cause any confusion here.

Answer: 1. The service population may be the entire county or specific communities (islands in this case) within the jurisdiction of the applicant.

2. Counties may be the applicant. Counties may want to notify their Regional Prevention Manager and Regional Administrator of their intent to apply. Successful county applicants would have a RUAD item amended to their current DASA contract.

3. Past applications will have no bearing on the review process. There are no current waiting lists for funding.

Question: Given (a) that successful bidders could receive up to \$75,000 and (b) that DASA will bill LCB directly for reimbursement of officers' time on the required compliance checks, must we factor the compliance checks into our \$75,000 budget or can our project costs before compliance checks total \$75,000?

Answer: Liquor Control Board reimbursement must be factored into the \$75,000 maximum award. Refer to Attachment 3 Sample Budget Detail Worksheet.

Question: Are we permitted to attach appendices to the application? For example, we describe out "geographical area as the WWU campus and the Bellingham neighborhoods within a two-mile radius of campus that have high student density." We have a map showing student density in those neighborhoods, but we do not see any references in the application to appendices.

Answer: There is no restriction against attaching additional documents. If the bidder believes that the inclusion will result in a clearer understanding of the items detailed in the application, then they may attach them as an appendix to the application.

Additional attachments will not be considered by reviewers in determining a score for the application. There is no requirement that reviewers examine attached documents.

Applicants are cautioned to not burden reviewers with extra materials.

Question: At the end of Attachment C, the RUAD "Compliance Check Activity Report Form" and 2 additional compliance check definitions sheets appear. Are these in reference to future reports or are we to complete them and include them in the current application?

Answer: Attachment C is included to make applicants aware of the forms they will be required to use for their compliance check activities should they be awarded this funding. The definitions were included to answer any questions bidders may have while reviewing the form.

Question: We are a current RUAD grantee, and does this announcement apply to us; are we supposed to apply for annual renewal of our 2003 award?

Answer: Current RUaD contractors may apply in order to continue programs with approaching contract end dates. Current RUaD recipients with more than one year remaining in their contract are encouraged to let other communities apply. There is no annual renewal for RUaD contracts. No bonus or penalty will be applied to applications from current RUaD contractors.